

# State of Nevada NSLAPR: Archives and Records

Version Date: 6/8/2016

## **2016019 Archives Accession Records - Deaccession Receipt**

Description: This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Deaccession Receipt"/Memorandum of Understanding authorization forms (the information may include -, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc.) index list, and related correspondence.

Retention: Permanent

Disposition: Permanent: Transfer to State Archives

## **2016021 Archives Accession Records - Images License Agreement**

Description: This record series is used to document the agreement to use images of records from the State Archives in programs or publications. The records may include but are not limited to: Images License Agreement, and related correspondence.

Retention: Permanent

Disposition: Permanent: Transfer to State Archives

## **2016020 Archives Accession Records - Loan Receipt**

Description: This record series is used to document the transfer of records from the State Archives (NRS 378.250). The records may include but are not limited to: "Transfer Receipt"/Memorandum of Understanding authorization forms (the information may include -, name of transfer location, dates, number of boxes, contents of boxes, RDA number, disposition date, etc.) index list, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the records were returned.

Disposition: Destroy

## **2016017 Archives Accession Records - Memorandum of Transfer**

Description: This record series is used to document receipt of records to the State Archives (NRS 378.250). The records may include, but are not limited to: "Memorandum of Transfer" authorization forms (the information may include - sending agency, name of sender, dates, number of boxes, contents of boxes, RDA number, disposition date, etc), index list, deeds of gift, receipts, and related correspondence.

Retention: Permanent

Disposition: Permanent: Transfer to State Archives

## **1985016 Archives Finding Aid Files**

Description: These records are used by Archives staff as a finding aid to the collections held in the repository. The record may contain but is not limited to: Electronic database records; Inventory lists and notes, and; Similar records

Retention: Review these records on a continuous basis, updating the records as needed and disposing of those records no longer administratively useful.

Disposition: Permanent: Transfer to State Archives

## **1997014 Equipment Approval requests (M&I)**

Description: Forms received from state agencies seeking approval to obtain micrographics equipment.

Retention: Retain for a period of three (3) calendar years from the date that approval or disapproval was given to acquire the equipment.

Disposition: Destroy

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## 1990082 Exhibit Files

Description: These records are used to document and administer exhibits prepared by the State Archives. The record may contain but is not limited to: planning and proposal documentation, and; associated records.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## 1992432 Notice of Pending Disposition Files

Description: This record series is used to notify state agencies when records stored in the State Records Center are ready for disposition. The series consists of Records Center Accession Sheets (RDA 92431), Notice of Pending Disposition of Records forms, and attached notes and memos.

Retention: Retain for a period of three (3) calendar years from the disposition of the records.

Disposition: Destroy

## 1992431 Records Center Accession Files

Description: This record series is used to identify records sent to the State Records Center for storage. It is used to assign box location and retrieve records when called for. The information - sending agency, name of sender, dates, number of boxes, contents of boxes, RDA number, disposition date, etc. - may be in paper and/or computer database. Access authorization forms and correspondence pertaining to the accession may also be enclosed.

Retention: Transfer accession sheets to the Notice of Pending Disposition files upon expiration of the authorized retention period for the accession. Other material may be disposed of after a retention of three (3) calendar years from the receipt or date of the records.

Disposition: Destroy

## 1992434 Records Disposition Authorization File

Description: These records are used in the inventory, appraisal and approval process for scheduling official state records (See NRS 239.080 and NRS 378.255). The record may contain but is not limited to: Records Disposition Authorization forms (RDA); Inventory Worksheets (with supportive material), and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date the RDA was deleted by the State Records Committee. Unauthorized forms may be discarded after one (1) calendar year from the date of the appraisal.

Disposition: Permanent: Transfer to State Archives

## 1997048 Records Request

Description: This records series is a form used to enter requests for records, as received, from agencies with records stored in the State Records Center. It also serves as a sign-out form when the requested files are received by the requesting agency, showing the original requestor, the date requested, and the signature of the approved agency representative receiving the record(s) in accordance with NAC 239.730.

Retention: Retain for a period of three (3) calendar years from the last date entered.

Disposition: Destroy Securely

## 1992435 Records Retention Schedule File

Description: This record series is used as a listing of approved dispositions for official state records in the legal custody of state agencies. The files consist of title pages (earlier ones signed by the State Board of Examiners), records retention schedules, and copies of correspondence and memos.

Retention: Retain these records for a period of five (5) calendar years after the schedule is superseded.

Disposition: Permanent: Transfer to State Archives